SUPPLEMENTAL DATA

IMPORTANT: Read instructions before completing (see Application Download Files). Application must be completed online through Grants Management Enterprise. Use this document to assist in planning and to view required supplemental data at a glance.

Site CONTACT INFORMATION:
If you have more than one site, please identify each school site in a sequential order ex) 1,2,3….

1. Site Number	
2. District Name	
3. School Name	
4. Street Address	
5. City	
6. State	
7. Zip Code	
8. Mailing Address (if different than street address)	
9. City	
10. State	
11. Zip	
12. School Phone (please include the area code)	
13. School Fax (please include the area code)	
14. School Website	
15. School Principal	
16. Key Staff Member Responsible for Grant Activities (at school level)	
17. Key Staff Member Email Address	
18. Selected Pre-Approved Provider: _____ (See list of Pre-Approved Providers in Application Download Files)	

Program Description

1. Site Number

2. Describe the goals, objectives and evaluation plan of this program.

   - What is the intended impact on students, parents and staff?

   - How will you measure this impact?

   - Please provide both qualitative and quantitative information. (i.e. Our school will experience a 25% decrease in discipline referrals by the end of the school year as compared with the previous school year.)

3. Please describe the character education program for which you are seeking **grant funds.** (See Instruction in Application Downloads for a list of restricted expenses)
   This description should:
   - include reference to materials and services provided by the Pre-approved Program Provider you selected
   - demonstrate integration into two or more of the following areas: classroom management academic standards, school climate/culture, parent involvement

4. Please describe how you plan to use your **matching funds** to support the program in item #3.
   - include reference to materials and services provided by the Pre-approved Program Provider you selected
   - Identify the strategies you will implement to ensure capacity building beyond this upcoming funding year to maintain character education in your school
   - Describe how the selected Pre-approved Program Provider will provide sustained and ongoing professional development to school staff in order to maintain character education beyond this upcoming funding year
   - Describe how teachers and students will plan the application of the character education program i.e. service learning projects

5. List collaborating partners and describe their role (s) in this program (example: community organizations, businesses, etc).
   - identify the capacity building strategies you will implement with these partners in order to maintain supporting character education in your school beyond this upcoming funding year

6. Does this program align with your school improvement plan and/or strategic goals? If so, how?

7. Describe any current and/or previous character education efforts at your school.

8. Describe any ongoing or planned activities/strategies that are at the application level i.e. service learning projects.

Budget

- Funds for this grant are only disbursed in **November.**
- **Grant funds** must be used for Pre-approved Program Provider costs **ONLY**.
- **Matching funds** can be in-kind items such as staff time, existing school materials, etc. Matching funds can also come from general school budget, parent organizations, etc. Matching funds may NOT come from any federal character education grant monies.
- The amount of grant funds requested and your grant funds activities description must **reflect the actual cost of the services and materials** provided by your selected Pre-approved Program Provider. You will need to contact the Pre-approved Program Provider to calculate this cost.
- You **must itemize** Grant and Matching Funds using the following equation:
  Service or Item Description: cost per unit x quantity = total cost per service or item
- See Instructions/ FAQ's in Application Downloads for a list of **restricted expenses**.

EXAMPLE ONLY:

Grant Funds Activities Description	Grant Funds
AAA Character Education Company will conduct all day school staff training Training fee $200 X 2 staff members = $400	$400
3-5th grade students will begin using materials during language arts instruction materials Workbooks $2.80 X 250 students = $700	$700
TOTAL GRANT FUNDS	(*When completed, total should be equal to or less than Matching Funds amount given below*)
Matching Funds Activities Description	**Matching Funds**
Character Committee will meet to plan implementation of "Super-Dooper Character" training and materials. 5 staff x 4 hours x $16/hr = $320	$ 320
TOTAL MATCHING FUNDS	(*When completed, total should be equal to or greater than Grant Funds amount given above*)

Site number:_____

Grant Funds Activities Description	**Grant Funds**
	TOTAL GRANT FUNDS *(When completed, total should be equal to or less than Matching Funds amount given below)*
Matching Funds Activities Description	**Matching Funds**
	TOTAL MATCHING FUNDS *(When completed, total should be equal to or greater than Grant Funds amount given above)*